

## Regional Mobility Grant Application Guide

# Chapter 1: Regional Mobility Grant Overview

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The Washington State Department of Transportation (WSDOT) Public Transportation Division is responsible for administering the Regional Mobility Grant Program, which is part of the state's Transit Mobility Program (RCW 47.66.030).

The grant program is to be competitive, improve connectivity and efficiency and be available to local government. The Department shall select transit mobility projects that (a) are cost-effective, (b) reduce delay for people and goods and (c) improve connectivity between counties and regional population centers. The transit mobility projects recommended to the Legislature for Regional Mobility Grant funds need to be consistent with local and regional transportation and land use plans. In recommending projects to the Legislature, WSDOT is also to consider:

Are the proposed projects meeting or addressing the objectives of:

- Growth Management Act?
- High Capacity Transportation Act?
- Commute Trip Reduction law?
- transportation demand management programs?
- federal and state air quality requirements?
- Federal Americans with Disabilities Act and related state accessibility requirements?

Are the proposed projects:

- enhancing the efficiency of regional corridors in moving people among jurisdictions and modes of transportation?
- reducing delay for people and goods?
- addressing energy efficiency issues?
- supporting freight and goods movement as related to economic development and regional significance?
- reducing rural isolation?
- leveraging other funds?
- resolving safety and security issues?

The overall purpose of the 2009-2011 Regional Mobility Grant Program is to help local governments fund transit mobility projects such as:

- inter-jurisdictional service – projects that improve connectivity between counties and regional population centers
- park and ride lots – projects that enhance the efficiency of regional corridors that move people among jurisdictions and modes of transportation
- rush hour transit service – projects that increase capacity on congested corridors
- improved connectivity and efficiency – projects that improve modal connections, enhance corridor efficiency and reduce delay for people and goods

Grant applications for the Regional Mobility program are generally available once per biennium.

## **Funding and project schedules**

While our objective is to invest the grant funds and deliver public benefits as quickly as possible, many worthwhile projects and services cannot be completed within two years. As a result, we are accepting proposals that require a maximum four-year delivery schedule. All selected projects must be complete by June 30, 2013. We plan to recommend to the Legislature a set of projects whose spending from July 1, 2009 to June 30, 2011 totals approximately \$40 million.

### **Limits on four-year projects:**

- We will limit recommended projects that require funds after June 30, 2011 to **no more than \$20 million** of the available 2011-2013 funding.
- All projects that extend beyond June 30, 2011 must deliver a significant project milestone before June 30, 2011 (as defined on page 8).
- If selected four-year projects meet their project delivery obligations, these proposals will receive priority in the 2011 recommendation to the Legislature and will not need to reapply for grant funds in 2011.

### **All grant funding beyond June 30, 2011 is subject to Legislative appropriation:**

- Legislative appropriation will be required for any grant funds spent after June 30, 2011, including projects selected in the 2009-2011 grant cycle that receive priority in the 2011 recommendation to the Legislature. Re-appropriation is not guaranteed.
- WSDOT will only provide agreements for funds to be spent from July 1, 2009 to June 30, 2011. If approved by the Legislature and Governor, we will provide a new agreement for funds to be spent from July 1, 2011 to June 30, 2013.

## **Which organizations are eligible to apply for the Regional Mobility Grant funds?**

Cities, counties and public transportation benefit areas in Washington state are eligible to apply. All Regional Mobility Grant projects must support transit mobility.

## **What types of capital projects are eligible?**

**Equipment:** Examples include but are not limited to:

- passenger service vehicles
- communications equipment
- computer hardware and data systems; dispatching software
- multimodal enhancements such as bicycle racks
- security equipment

All equipment purchased using Regional Mobility Grant funds must provide the passenger transportation services outlined in the grant application.

**Construction:** Examples include but are not limited to:

- park and ride lots
- passenger transfer centers
- bus-only or HOV lanes
- bus shelters and rail stations
- transit access improvements

Capital construction projects may include costs associated with preliminary engineering, project level environmental assessment and documentation, final design, real estate purchases and construction. Scope, schedule and budget development; corridor planning; alternatives analysis, major investment studies and corridor analysis costs do not qualify as eligible expenses.

### **What types of operating projects are eligible?**

Operating assistance includes activities and services either directly provided or purchased by the applicant. Regional Mobility Grant funds are to help establish viable new transportation services that provide a measurable public benefit.

General conditions for operating assistance include:

- Operating assistance must support new transit services and/or the incremental cost of expanding existing transit services. New or expanded transit service cannot appear on timetables before the grant proposal deadline.
- Grant-supported operations must begin no later than October 1, 2010.
- Other funding sources must ultimately replace Regional Mobility Grant money as new services become part of the baseline transportation network. Operating assistance for a particular service will be limited to two biennia. Grant-funded services that started during the 2005-2007 or 2007-2009 grant cycle are eligible for grant funds through June 30, 2011. Grant-funded services that start during the 2009-2011 grant cycle will be eligible for grant funds through June 30, 2013.

Regional Mobility Grant funds may be used to pay for incremental operating costs of new or expanded service, including labor and benefits, supplies and fuel, insurance, rent and utilities, contracted services and maintenance costs. An operating grant may not be used for depreciation on vehicles purchased with grant funds or costs associated with expenses incurred for time-frames outside of the grant period (such as pre-paid insurance coverage). Examples of eligible operating grants include but are not limited to the following:

- operating assistance for new bus routes, new express service, new or expanded feeder service and service that both increases frequency and reduces headways
- operating assistance for new community connections or multi-jurisdictional transportation corridors

### **Match**

The 2009-2011 Regional Mobility Grant program requires local partners to match 10 percent of the total cost of the project in the form of direct contributions. Additional consideration will be given to projects that provide at least 20 percent match in the form of direct contributions. For more details, see page 7.

## 2009 - 2011 Regional Mobility Grant application cycle

October 27, 2008	Application packets available
October 29	Seattle workshop 1-3 p.m., Goldsmith Building, 401 Second Ave. S. 2nd floor, Large Conference Room
October 31	Spokane workshop 9-11 a.m., WSDOT Eastern Region Headquarters 2714 North Mayfair Street
November 3	Vancouver workshop 9-11 a.m., WSDOT SW Region Headquarters 11018 NE 51st Circle
November 4	Burlington workshop 1-3 p.m., WSDOT Mt. Baker Area Office 1043 Goldenrod Road, Shuckson Room

<b>December 18, 2008</b>	<b>WSDOT must receive applications no later than 4:00 p.m. For details see Chapter 2.</b>
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Dec. 19-Jan. 29	Applicants must be available to respond to questions about their grant application within one business day
January	Public Transportation Advisory Committee meets to discuss recommended project list
January/February	WSDOT submits a prioritized list of projects to the Washington State Legislature
July 2009	Agreements finalized and grant funds for 2009-2011 become available

## Regional Mobility Grant Application Guide

### Chapter 2: Applying for Funding

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Applicants must submit a grant application that:

- is complete, thorough and clear—limited or vague responses will affect project proposal ranking and incomplete proposals may be removed from consideration
- is in pdf format
- uses provided Word and Excel forms, including headers that identify the name of the project proposal and the lead agency and footers that identify the date and page number with the total number of pages for the entire proposal (pg. 2 of 12)
- uses Arial or Times New Roman font, minimum 11 point size, black
- uses 8½” x 11” pages
- provides at least 1 inch top, bottom and side margins
- is received by WSDOT’s Public Transportation Division before 4:00 p.m. on Thursday, December 18, 2008 using:
  - U.S. Mail, UPS or FedEx: Public Transportation Division, 401 Second Avenue South, Suite 400, Seattle WA 98104-3850
  - E-mail: [rmg@wsdot.wa.gov](mailto:rmg@wsdot.wa.gov)  
Due to limitations on the size of attachments allowed, please divide your submission into three separate e-mails with three attached pdfs as follows: 1.) project summary, project description, maps and impact on congested corridors; 2.) system integration, system efficiency, financial plan, project schedule and performance measurement and 3.) certification for lead agency, MPO/RTPO verification and transit agency verification.
  - FTP: <ftp://ftp.wsdot.wa.gov/public/RMG/>, or
  - Hand delivery: 401 Second Avenue South, Public Transportation Division, second floor, Seattle WA 98104-3850

WSDOT will confirm receipt of each grant application by the end of the following workday via e-mail. This confirmation will not include an assessment of the completeness or sufficiency of the application.

A complete application packet will include:

1. Project summary (see attachment A)
2. Project description
3. Maps
4. Impact on congested corridors (see attachment C)
5. System integration
6. System efficiency (see attachment D)
7. Financial plan (see attachments E and F)
8. Project schedule (see attachment G)
9. Performance measurement
10. Certification for lead agency (see attachment I)
11. MPO/RTPO verification
12. Transit agency verification

## **1. Project summary** - See attachment A.

Applicants must be available to respond to questions about their grant application within one business day. Consider providing alternate contact names and phone numbers.

## **2. Project description**

Describe the scope of the project you are proposing. Include specific information about the scope; for example, the number of new parking spaces, daily round trips or vans. Limit your response to one page.

## **3. Maps**

Provide a regional location map and an engineering drawing or site map with aerial image. Include relevant addresses and cross streets. Limit each map to one 8.5 x 11 inch page.

## **4. Impact on congested corridors** - see attachments B and C.

Describe the congestion problems your proposal addresses. The explanation should relate the project to both the public transportation system and the broader regional transportation system and should clearly demonstrate the connection between the problem and your proposal. Include information regarding how the project addresses a bottleneck or chokepoint listed in attachment B (Washington State Department of Transportation Highway System Plan) or a locally identified congested corridor or a roadway location operating with a level of service B, C, D, E or F using Transportation Research Board 2000 Highway Capacity Manual standards. If you use a level of service be prepared to provide documentation showing how the level of service rating was developed. Limit your response to one page.

## **5. System integration**

Describe the system integration problems your proposal addresses. For example, indicate how your proposal:

- improves multimodal connections and service
- establishes or improves connections between counties or urban centers
- exemplifies coordination among jurisdictions and/or
- establishes or improves the use of demand management strategies to leverage existing services and programs, including Growth and Transportation Efficiency Center programs

Limit your response to two pages.

## **6. System efficiency** - see attachment D.

Provide effectiveness measures:

- annualized reduction in vehicle miles traveled
- annualized reduction of vehicle trips

Agencies must provide information about underlying assumptions and show calculations that indicate how they determined reduction in vehicle miles traveled and vehicle trips. Underlying assumptions must be consistent with industry best practices and relevant corridor planning; alternatives analysis, major investment studies, corridor analysis and/or environmental documentation. Agencies should be prepared to show documentation upon request.

WSDOT will conduct a review for accuracy and may contact applicants for clarification. You must provide a range for each effectiveness measure that indicates projected performance in the first year of operation and the fourth year of operation.

## **7. Financial plan** - see attachments E and F.

Describe the project financial plan in tables and text and provide documentation from project partners. Proposals must include information indicating plans to provide full funding to complete the project and funding to maintain the project or service after Regional Mobility Grant funding expires. Please explain any unusual financial elements.

Grant reviewers will consider financial plan feasibility, which will influence overall project rankings. As a result, selected projects must comply with financial plans listed in their proposal and the proposed financial plan will serve as the basis for grant agreements. Procedures for budget change requests will be listed in WSDOT's 2009 Guide to Managing Your Public Transportation Grant (see page 18).

**Financial partners:** All proposals must describe the project lead agency and any financial partners for the project. Projects that receive funds from another organization must provide a letter of concurrence, award letter or other financial documents from the organization. The documents must clearly state the financial commitment. Undocumented funding sources may be included in financial plans, but will be considered unsecured.

**Match:** The 2009-2011 Regional Mobility Grant program requires local partners to match 10 percent of the total cost of the project in the form of direct contributions. Additional consideration will be given to projects that provide at least 20 percent match in the form of direct contributions.

Direct contributions are cash or other assets that directly benefit the project and are a fundamental element in constructing or operating the project. Any funding source can be used as match except state grant funds. Examples of eligible direct match are:

- real estate held by the applying agency that would be used for a park and ride lot
- preliminary design/engineering or project level environmental documentation that an agency has completed in-house or paid a consultant to complete
- in-house staff paid to directly manage a construction project
- in-house labor directly supporting operations of a specific transit route or service

Qualifying expenditures incurred before the grant agreement date may be used as local match.

Examples:

The agency has completed final design work and purchased property for a park and ride lot with local funds. The design and real estate acquisition costs can serve as direct project contributions used to match construction funds requested from the Regional Mobility Grant program.

An agency will purchase four transit coaches for an expansion route through a designated congested corridor. The new transit coaches will arrive before June 2009. The coach purchase costs can serve as direct project contributions used to match operating funds requested from the Regional Mobility Grant program.

Do not include fares as matching funds. Net expenditures are determined by deducting passenger fares and ineligible expenditures from gross expenditures. Deduct the amount of your total match from your net expenditures to determine the maximum total amount that can be requested.

Scope, schedule and budget development; corridor planning; alternatives analysis, major investment studies and corridor analysis costs do not qualify as eligible expenses for the purpose of direct match.

## **8. Project schedule** - see attachment G.

All projects must be completed, deliver public benefits and spend all 2009-2011 grant funds before June 30, 2013. Before June 30, 2011 all proposed projects must spend some grant funds and deliver significant project milestones, which are defined, at a minimum, as:

### **Capital construction:**

- complete 90% design/preliminary engineering
- complete environmental documentation
- set contract ad date
- set construction start date and project completion date (before June 30, 2013)

### **Capital equipment:**

- obtain procurement contract or access to existing procurement contract
- place order
- set delivery date

### **Operations:**

- provide public service or program starting on or before October 1, 2010

Project proposals that include a combination of capital and operations work must meet milestone requirements for capital construction and/or capital equipment. Project milestones and timeframes must be documented on the attached project schedule worksheet. Please explain any unusual schedule elements. For example, an explanation would be required for a capital construction project that includes only a few weeks in their schedule to obtain environmental permits, acquire land and competitively select and hire a contractor or document Executive Order 05-05 compliance (see attachment H). Project schedules must be thorough. At a minimum, provide dates for the following required project milestones:

### **Capital construction:**

- 10% design
- 30% design
- 60% design
- 90 % design
- complete environmental documentation
- obtain required permits
- Executive Order 05-05 compliance
- Land acquisition/right-of-way certification
- contract ad date
- contract award date
- construction start date
- operationally complete
- fully complete

**Capital equipment:**

- establish or identify procurement contract
- place order
- first vehicle delivery date
- last vehicle delivery date
- first service start date
- all new vehicles in service

**Operations:**

- service plan completed
- start date established
- service start date

Grant reviewers will consider project schedule feasibility. Project schedules will inform the readiness to proceed evaluation criteria. As a result, selected projects must comply with the schedules included in their proposal. Procedures for schedule change requests will be listed in WSDOT's 2009 Guide to Managing Your Public Transportation Grant.

**9. Performance measurement**

Describe how you will measure performance after the project is operationally complete. Include specific information about how you will measure reductions in vehicle trips and vehicle miles traveled. Use both quantitative and qualitative measures.

All capital equipment and operations grant recipients must report performance quarterly starting when operations begin. Capital construction grant recipients must annually measure and report project performance for four years after their project is operationally complete. Performance measurement will be included in grant agreements. Measures and methods included in the proposal must be used to report performance unless revisions are requested in writing and approved in advance by WSDOT's Public Transportation Division. Limit your response to one page.

**10. Certification from lead agency - see Attachment I.****11. MPO/RTPO verification**

Attach correspondence (letter, memo or e-mail is sufficient) from the relevant Metropolitan Planning Organization (MPO)/Regional Transportation Planning Organization (RTPO) to verify the project is consistent with the regional transportation plan or policies, local transportation plans or policies and local transit plans or policies.

Requests for correspondence documenting consistency with regional plans should be requested as soon as possible and no later than Tuesday, December 2, 2008 to allow agencies adequate time for consistency review.

Applicants will need to address one of the following for the MPO/RTPO to be able to assert that the project is consistent with the regional transportation plan:

- A. The project is programmed in a Regional Transportation Improvement Plan (TIP), which means that it has already been found to be consistent with the regional plan;
- B. The project was explicitly found to be consistent with the regional plan by other MPO/RTPO action such as the Puget Sound Regional Council project approval (Candidate-to-Approved) process; or
- C. The project is included in the sponsor agency's current system or comprehensive plan AND the project is included or consistent with the affected local jurisdictions' current comprehensive plan.

Project proponents should provide the RTPO with the above information in their request for concurrence.

**Applicants must answer all of the following yes or no questions to allow the MPO/RTPO to conduct the consistency review:**

1. Is the project now programmed in the Regional Transportation Improvement Plan? If yes, cite the project identifying number.
2. Has the project undergone consistency review as part of an MPO/RTPO project approval or similar action? If yes, cite the project identifying number in the RTP/MTP.
3. Is the project in the sponsor's system or comprehensive plan? If yes, cite the document and page (or Web URL) and attach a copy.
4. Is the project in the comprehensive plans or 6-year Capital Improvement Plans of the affected county and city jurisdictions? If yes, cite the documents and pages (or Web URLs) and attach copy of the specific policies.

## **12. Transit agency verification**

If a proposal will affect one or more transit agencies you must provide correspondence (letter, memo or e-mail is sufficient) to verify the project is consistent with their plans and policies. Requests for correspondence documenting consistency with transit plans and policies should be requested as soon as possible and no later than Tuesday, December 2, 2008 to allow transit agencies adequate time for review and response.

## Regional Mobility Grant Application Guide

### Chapter 3: Evaluation Criteria and Scoring Methodology

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The 2009-2011 criteria for the Regional Mobility Grant Program are:

Impact on Congested Corridors	30 points
System Integration	30 points
System Efficiency	20 points
Financial Commitment	10 points
Readiness to Proceed	10 points

#### **Impact on Congested Corridors** (see attachments B and C)

##### **Definition:**

Projects that use public transportation and/or demand management to improve performance and reduce person delay within a congested corridor or at a congested location.

##### **High Score: (21-30 points)**

The project addresses a bottleneck or chokepoint listed in Map 1 of attachment B or a locally identified corridor or location operating with a level of service E or F using Transportation Research Board 2000 Highway Capacity Manual standards.

##### **Medium Score: (11-20 points)**

The project addresses a congested corridor or location indicated in red or orange on Map 2 of attachment B or with a Level of Service D using Transportation Research Board 2000 Highway Capacity Manual standards.

##### **Low Score: (0-10 points)**

The project addresses a roadway with a Level of Service B or C using Transportation Research Board 2000 Highway Capacity Manual standards.

## **System Integration**

### **Definition:**

Projects that provide documentation to indicate coordination among jurisdictions and improve:

1. multimodal connections and service
2. connections between counties or urban centers and/or
3. the use of demand management strategies to leverage existing services and programs, including Growth and Transportation Efficiency Center programs

### **High Score: (21-30 points)**

Projects that significantly improve regional system integration and provide documentation indicating support from all directly affected jurisdictions.

### **Medium Score: (11-20 points)**

Projects that improve regional system integration and significantly improve local system integration and provide documentation indicating support from some or all directly affected jurisdictions.

### **Low Score: (0-10 points)**

Projects that marginally improve regional or local system integration and/or provide no documentation indicating support from directly affected jurisdictions.

## **System Efficiency** (see attachment D)

### **Definition:**

System efficiency is the expected reduction in vehicle trips and vehicle miles traveled. Applicants may supplement these required measures with other efficiency benefits.

### **High Score: (14-20 points)**

Expected to deliver reduction in vehicle trips and vehicle miles traveled that rank roughly in the top third of proposals received.

### **Medium Score: (7-13 points)**

Expected to deliver reduction in vehicle trips and vehicle miles traveled that rank roughly in the middle third of proposals received.

### **Low Score: (0-6 points)**

Expected to deliver reduction in vehicle trips and vehicle miles traveled that rank roughly in the bottom third of proposals received.

## **Financial Commitment** (see attachments E and F)

### **Definition:**

Projects that provide matching funds, financial partnership, a financial plan and a commitment to continue the project beyond the initial grant.

### **Requirements:**

- Projects must provide at least 10 percent secured matching funds, which are direct local, federal, private or non-profit contributions that cover eligible expenses.
- Matching funds must be from a documented and secure source of funding. Any partnership funds used as match must be documented.
- Projects without a financial plan or a commitment to maintain the project or service beyond the initial grant will not be evaluated.

### **Scoring (maximum of 10 points):**

One point for each percentage of match provided above 10 percent with a maximum of 10 points available. For example, a proposal offering 12 percent match would receive 2 points, a proposal offering 19 percent match would receive 9 points and a proposal offering 25 percent match would receive 10 points.

## **Readiness to proceed** (see attachments G and H)

### **Definition:**

Projects that minimize project risks and are most likely to deliver benefits to the traveling public in a timely fashion. Scorers will assess readiness and project schedule risks based upon the proposed project schedule and provided documentation. We will not evaluate any proposals that indicate a need to spend Regional Mobility Grant funds beyond June 30, 2013 or that don't deliver public benefits before June 30, 2013. Some projects may need to include Executive Order 05-05 compliance in their project work plan and schedule. See attachment H.

### **High Score (8-10 points):**

Projects that can deliver all public services and benefits before or by June 30, 2011 and provide documentation that indicates the project has reached notable milestones that reduce schedule risk.

#### **Examples:**

- Capital construction: has obtained required environmental permits or exemptions, has obtained or leased required real estate, at 30 percent design, and has assessed whether Executive Order 05-05 compliance is required and included compliance in the project schedule
- Capital equipment: has completed all specifications and requirements documentation and would use an existing purchase agreement
- Operations: could utilize existing equipment, facilities and staff

**Medium Score (4-7 points):**

Projects that can:

- deliver significant public services and benefits before or by June 30, 2011 and has reached notable milestones that reduce schedule risk
- deliver all public services and benefits before or by June 30, 2011 and provides limited information regarding project risks and risk management or
- deliver all public services and benefits before or by June 30, 2011 and have not reached notable project milestones, for example:
  - Capital construction: still working to obtain environmental permits, acquire or lease land, complete preliminary engineering and design
  - Capital equipment: still developing purchase specifications and requirements or purchase agreement
  - Operations: still acquiring equipment, expanding facilities or hiring and training staff
- deliver all public services and benefits before or by June 30, 2013 and provides information that indicates that project schedule risks are low

**Low Score (0-3 points):**

**Projects that can:**

- deliver all public services and benefits before or by June 30, 2011 and have not provided a complete project schedule or identified project risks and risk management plans
- deliver all public services and benefits before or by June 30, 2013 but have omitted key steps from the project schedule, significantly underestimated timelines or omitted supporting documentation to indicate how aggressive timelines would be met, or provides limited or no information regarding project schedule risk and risk management

## Regional Mobility Grant Application Guide

# Chapter 4: Selection Process

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### **Step One: WSDOT Public Transportation Division**

The Public Transportation Division will perform the initial assessment of the grant applications. Applications that are received by WSDOT after the deadline are deemed incomplete or do not include at least 10 percent matching funds will not be evaluated. See Chapter 2.

### **Step Two: Grant Review Panel**

A Grant Review Panel will review all eligible applications. The panel will score each application based on the criteria included in Chapter 3. The panel will recommend a prioritized project list to the Public Transportation Advisory Committee.

### **Step Three: Public Transportation Advisory Committee**

The Public Transportation Advisory Committee will review the prioritized project list and will consider any policy issues that affect project selection. They will recommend a prioritized list to the Public Transportation Division.

### **Step Four: WSDOT Public Transportation Division**

The Public Transportation Division will recommend a prioritized list to the Secretary of Transportation.

### **Step Five: Secretary of Transportation**

The Secretary of Transportation will recommend a prioritized list to the Washington State Legislature.

### **Step Six: Washington State Legislature**

The Washington State Legislature will take action on the Secretary's recommendation during the development of the 2009-2011 Transportation Budget, which is then sent to the Governor.

### **Step Seven: Governor**

The Governor will take action on the 2009-2011 Transportation Budget.

### **Step Eight: WSDOT Public Transportation Division and Local Agencies**

Once the Governor has signed the budget and the new biennium begins on July 1, 2009 the Public Transportation Division can finalize agreements for those projects that are included in the budget appropriation.

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## Regional Mobility Grant Application Guide

# Chapter 5: Program Administration

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### Agreements

The effective date of a 2009-2011 Regional Mobility Grant can be no sooner than July 1, 2009.

Regional Mobility Grant funds cannot pay for expenses on a project until all parties have signed the agreement. The state does not grant pre-award authority, which is a common practice with federal grant programs. Prospective grant recipients may begin work at their own risk and expense before their Regional Mobility Grant agreement is signed, however these pre-agreement expenses are not eligible for Regional Mobility Grant funding or reimbursement. Any expenses that occur prior to or after the agreement are the sole responsibility of the local governmental agency.

The lead agency for each project must propose all changes to budget, scope or schedule in writing via a letter to WSDOT's Regional Mobility Grant Administrator. Proposed changes must be approved before they are implemented. Agency request letters must include the reasons for the proposed changes; the impact on scope, schedule and/or budget and local agency efforts to minimize or mitigate the impacts. WSDOT Public Transportation Division will review requested changes and, if mutually acceptable, document them with a memo or letter to the file or an agreement amendment.

### Reporting Requirements

All grant recipients are required to submit reports to provide information about project delivery and performance. Performance measures must include, but are not limited to, vehicle miles traveled reduced and vehicle trips reduced. Revisions to performance measures or methods must be authorized in advance and in writing by WSDOT's Public Transportation Division.

#### **Operating projects:**

Quarterly project reports include information about progress toward service delivery. Quarterly performance reports are required after the service begins until grant funding expires, either June 30, 2011 or June 30, 2013. Grant recipients must submit an annual performance report for each of the next four years.

#### **Capital construction and equipment projects:**

Quarterly project reports include information about progress toward project delivery. They must identify:

- activities accomplished
- milestones achieved
- expenditures incurred
- most current plan for remaining expenditures
- problems encountered

After a capital project is operationally complete, grant recipients must submit an annual performance report in each of the next four years. Projects that do not submit complete and accurate quarterly project reports and performance reports by reporting deadlines are subject to the corrective actions, including a loss of standing as defined in the In Good Standing policy.

## **In Good Standing**

WSDOT's Public Transportation Division is responsible for administering grant funds in conformity with the state and federal laws associated with receiving those funds. To ensure compliance with those laws and commonly recognized best practices for grants management, WSDOT has implemented an In Good Standing policy. All grant recipients are required to maintain In Good Standing status to receive payments and to be eligible to receive grants from the Public Transportation Division.

### **What performance requirements are considered when determining In Good Standing?**

During the course of the project, WSDOT staff will evaluate the following performance requirements:

- Responsiveness to communications and requests for information by WSDOT
- Maintenance of adequate financial records that document and support all grant expenditures
- Submittal of accurate and timely quarterly progress reports, including project risks and issues, and invoices
- Advance requests and approvals for scope, schedule or budget changes
- Full participation in site visits with timely responses to any deficiencies that are noted during and/or after the site visit
- Submission of annual reports to WSDOT to include audit documents, vehicle inventory, drug/alcohol reports, Disadvantaged Business Enterprises, etc. if applicable
- Compliance with all contractual obligations, which may include signage on capital construction projects
- Receipt of a passing score on the agency risk assessment conducted by WSDOT staff, if applicable
- Satisfactory progress on the grant-funded project

### **What happens if performance requirements are not met?**

An organization that does not meet any of the above performance requirements will not maintain In Good Standing status and can expect one or more of the following responses:

- Warning letter to the agency's Executive Director and/or Board of Directors that identifies deficiencies, the necessary remedies, and a timeline for those corrections
- Suspension of grant fund payments
- Ineligibility for any additional Regional Mobility Grant funds either within the current biennium or in future biennia
- An audit of the agency to determine compliance with contractual obligations

## **Guide to Managing Your Grant**

Grant recipients must comply with expectations listed in WSDOT's 2009-2011 Guide to Managing Your Public Transportation Grant. This document will be available to grant recipients in spring 2009, before grant agreements are completed. The 2007-2009 Guide to Managing Your Public Transportation Grant is available for review on WSDOT's Web site at [www.wsdot.wa.gov/Transit/Library/Guidebook.htm](http://www.wsdot.wa.gov/Transit/Library/Guidebook.htm)

## Technical Assistance

Please contact Janice Hamil (hamiljk@wsdot.wa.gov or 206-464-1284) or Stan Suchan (suchans@wsdot.wa.gov or 206-464-1192) of WSDOT's Public Transportation Division Seattle Office for assistance with Regional Mobility Grant applications, including:

- whether or not Executive Order 05-05 applies to your project
- vehicle trip and vehicle miles traveled reduction calculations
- project reporting and administration
- project eligibility
- proposal review process

WSDOT staff will conduct the following grant application workshops, which will give prospective applicants an opportunity to review grant application requirements, ask questions about the application process and get advice:

### **Seattle**

Wednesday, October 29, 1-3 p.m.  
Goldsmith Building, 401 Second Ave. South  
2nd floor, Large Conference Room

### **Spokane**

Friday, October 31, 9-11 a.m.  
WSDOT Eastern Region Headquarters  
2714 North Mayfair Street

### **Vancouver**

Monday, November 3, 9-11 a.m.  
WSDOT SW Region Headquarters  
11018 NE 51st Circle

### **Burlington**

Tuesday, November 4, 1-3 p.m.  
WSDOT Mt. Baker Area Office  
1043 Goldenrod Road, Shuckson Room